

# UTAH DEPARTMENT OF TRANSPORTATION



## HOW TO DO BUSINESS WITH UDOT

### UDOT PROCUREMENT SERVICES

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## INTRODUCTION

Thank you for your interest in doing business with the Utah Department of Transportation (UDOT). This guide is intended to give a brief introduction into the business procedures of UDOT. Procurement Services is responsible for the acquisition of all equipment, materials, supplies and services required to fulfill the mission of the Utah Department of Transportation. Procurement Services provides centralized support for the entire department, which works to connect all of Utah communities together with the help of a first-class transportation system.

If you need additional information, please contact UDOT Procurement Services at (801) 964-4433, visit our offices at 4501 South 2700 West, 2<sup>nd</sup> Floor, Salt Lake City, Utah, or visit our website at [www.udot.utah.gov](http://www.udot.utah.gov). We look forward to doing business with you.

Tracie Montano  
Procurement Services Manager  
UDOT Procurement Services

## **What we buy:**

What follows is a partial list of the products and services we most utilize:

- Advanced Traffic Operations Systems
- Advertising
- Aggregates
- Asphalt
- Audio/Visual
- Auditing Services
- Avalanche Control
- Aviation-related products and services
- Computer Hardware & Software
- Consulting (Various Areas)
- Data Communications
- Fabrication
- Fencing Materials
- Furniture & Seating
- General Construction
- GPS Equipment
- Highway Equipment
- HVAC
- Information Systems Technology
- Janitorial products and services
- Laboratory & Scientific equipment and services
- Lumber
- Material Handling
- Metal & Structural Materials
- Office Supplies
- Paints
- Plumbing
- Printing Services
- Recycling & Archival
- Rest Area Management
- Road Surfacing Materials & Labor
- Rock Removal & Demolition
- Roofing
- Shop Equipment
- Snow and Ice Removal
- Traffic Control & Safety
- Video Detection Equipment/Supplies
- Welding Gases & Products

## **Procurement Foundation**

The foundation of UDOT's procurement process lies in the Utah Procurement Code (63-56 Utah Code Annotated). Specific rules governing procurement have been established by the Utah Procurement Policy Board and may be found in the Utah Administrative Code (Section R33). Procurement rules and

regulations are grounded on fair and open competitive bidding. Both are available to view at the Division of State Purchasing's Website at <http://purchasing.utah.gov/legal/policiesrules.htm>.

## **Getting Started with UDOT**

The Division of State Purchasing, along with the services of RFP Depot LLC, maintains a database of suppliers interested in doing business with all State agencies, including UDOT's department headquarters, four regional offices, and three district offices from Ogden to Cedar City. Procurement Services also maintains a UDOT-specific database that contains supplier information to use when dollars to be spent don't require UDOT to utilize the State Purchasing division's services or approval.

Once you are registered in the State's system, you will receive e-mail or fax notifications and be able to view all bids, quotes and proposals released by all State agencies. Once you receive these notifications, you may submit your bid responses online. You can be added to the State's RFP Depot LLC system in two ways.

### **State of Utah Bid Service**

You can register online at [www.rfpdepot.com](http://www.rfpdepot.com). Utah sponsors all of their bids on RFP Depot; therefore, registration, email/fax notifications, and electronic bid responses are all free.

### **Phone**

Register over the phone by calling (801) 538-3026.

### **Inclusion in Procurement Services UDOT-specific Database**

Send an e-mail to Tyler Holt at [tholt@utah.gov](mailto:tholt@utah.gov) if you would like be added to our UDOT-specific supplier database. This will help Procurement Services request bids from you when we do business unrelated to State Purchasing. Once you request to be added to our database, you will receive a supplier information form to fill out and return by e-mail, fax and postal mail. You can find this form at <http://www.udot.utah.gov/index.php/m=c/tid=1297>. You will find the file "Supplier Information Form" in both Microsoft Word format and Adobe PDF format available for download under "Download Listing."

## **Bidding Practices**

**LATE BIDS SUBMITTED AFTER THE DATE AND TIME DESIGNATED WILL NOT BE ACCEPTED! TO KEEP COMPETITIVE PRACTICES EQUAL, THIS REGULATION DOES NOT ALLOW FOR EXCEPTIONS!**

### **Bid Opening**

Formal bids will be opened at the time and place stated in public notices and/or on the Invitation to Bid or Request for Proposal documents. Each supplier or his/her representative may attend the bid opening.

### **Bid Awards**

The Agency will evaluate bids and make awards based on the "lowest responsible and responsive bid." The Agency may split awards.

There are four basic types of competitive source selection methods:

### Request for Quotation (RFQ)

This is an informal solicitation for small purchases not exceeding a total amount of \$50,000. For this bid, suppliers may fax, e-mail, write or telephone quotations. Suppliers should respond immediately as the time period for an RFQ is usually short and awards are prompt.

### Invitation to Bid (ITB)

This is a formal bid process used for purchases exceeding \$50,000. The ITB contains specifications, contractual terms and conditions, and the evaluation criteria for award. Bids are opened publicly at the time and place designated on the ITB. The contract is awarded to the lowest responsive bid that conforms to the requirement and criteria in the ITB.

### Request for Proposal (RFP)

This is a sealed proposal process used when the procurement agent determines that the RFP process is more conducive to the Agency than the ITB process. The RFP process is used when the needs of the Agency may not be completely clear, negotiations may be necessary, and/or cost is just one of several criteria necessary to make an award. An RFP will contain technical specifications or a Scope of Work for which suppliers will respond with a sealed technical proposal and price. Any late proposals will not be considered. Evaluation criteria set forth in the RFP will determine the contract award, usually decided by an evaluation committee. After the contract award, the proposals become public information for 90 days.

### Statement of Interest and Qualification (SOIQ)

This is for architectural and engineering services. Selection is made on the basis of qualification, and the fee is subsequently negotiated.

## **Specifications**

### General

The specification and/or description of the item being purchased will be written to invite open competition. Merchandise must be new, unless specifically requested in the ITB/RFP. Display, rented, reconditioned, or demonstrator merchandise is not considered new. Workmanship should be first class in every respect—as good as or better than that sold to the commercial trade.

### Standard Specifications

These specifications are prepared and issued by standards or specification organizations.

### Purchase Specifications

A description of the item, product or article may be given in an ITB/RFP to specify minimum requirements. These purchase specifications may be brief or complex and may be used in lieu of Utah or standard specifications or other criteria in establishing the minimum requirements.

### Brand Name or Equal Specifications

A descriptive and/or brand name “or equal” specification may be used. The item being purchased will be adequately described to solicit competitive bidding. If brand name “or equal” is used as a reference, it is intended for descriptive purposes only and is not intended as a restrictive specification. In such cases, you must clearly state the brand, type, model, etc., that is being offered and must support the offer with

adequate specifications and properly marked descriptive literature of the product being offered as "equal." If you do not take exception to the specification referenced in the ITB/RFP or do not provide detailed descriptive information on the product offered, the Agency will assume you propose to offer the exact item referenced in the ITB/RFP. Proof that the item offered is "equal to or exceeds specification" is the supplier's responsibility.

## **Contracts with UDOT**

### **Purchase Order**

This is for one-time or spot purchasing. Purchase requirements are clearly described on the solicitation or purchase order. This contracting should be completed in three or less partial payments.

### **Agency Contracts**

This is for one specific agency for products or services that are not in demand by other agencies. Also used in lieu of a purchase order when more than three partial payments are anticipated or scope of work cannot be accurately defined on the purchase order.

### **State Cooperative Contracts (PD)**

This is a term contract to be used by multiple agencies. The contract term is usually for one year with options to extend for additional years. In addition to PD contracts there are multiple-award contracts (MA), master contracts (MC) and authorization-required contracts (AR).

### **State Cooperative Price Agreements (PA)**

These are similar to PD contracts, but are usually negotiated with sole-source suppliers. Agencies have the option to use or not to use.

## **Cancellations**

Purchase orders or contracts may be cancelled under the following conditions:

1. A purchase order or contract may be canceled by the supplier or requesting agency only with prior written approval of Procurement Services.
2. The Agency may cancel a purchase order or contract because of unsatisfactory performance or no performance by the contractor.
3. A contractor may request a cancellation of a purchase order or contract or a portion thereof, because of circumstances beyond his/her control. In these instances, the Agency will consider such requests when presented in writing with proper documentation.

## **Delivery**

Delivery must be in compliance with the instruction on the ITB/RFP and subsequent purchase order.

### **Unauthorized Substitutions**

Product substitutions shall not be made without prior approval of Procurement Services. The products substituted must be equal quality and at or below the price quoted.

### **Packing or Damaged (F.O.B. Destination)**

Items shipped in fulfilling individual orders must be individually packaged and a packing slip included. If the goods are damaged on delivery, the agency will note the damages on the freight bill and immediately notify the contractor. The contractor is responsible to immediately replace the merchandise. The agency may instead of replacement allow the contractor to deduct the amount of damage or loss from the invoice if the agency will not be inconvenienced by the shortage.

### **Default by Contractor**

If a contractor fails to deliver by the promised date (without prior notice and acceptance by the requesting agency), or if suppliers are rejected for failure to meet specifications, Procurement Services has the right to consider the contractor in default and to purchase such supplies, materials or equipment elsewhere.

### **Standards of Conduct**

UDOT Procurement Services subscribes to the Principals and Standards of Purchasing Practices advocated by Institute for Supply Management. Through these principles, we subscribe to honesty and truth in buying and selling. Under Utah law it is a felony for suppliers to offer, or for anyone acting as a procurement officer, to accept gifts or gratuities. Please see 63-56-1001 and 1002 Utah code Annotated (<http://purchasing.utah.gov/legal/code.htm>).